

BROME and OAKLEY PARISH COUNCIL

Minutes of meeting of Brome and Oakley Parish Council held at 7.30 pm on **Monday 8 June 2020** by video-conferencing

PRESENT: Councillors Ursula Halton (Chairman), John Parry (Vice Chairman), Roger Broughton, Isobel Demangeat, Tom Pace, Mark Prior. Also in attendance the Clerk.

1. Apologies for absence

Apologies were received from Cllrs Keeley and Doe and accepted by the Council.

2. Video Meetings

a. The Council's Video Meeting policy was adopted.

b. The public observation of video meetings protocol was noted and read to members.

3. Declarations of pecuniary and other interests from members on any item to be discussed and requests for dispensations. None declared. Councillors were reminded of the requirement to individually update their Register of Interests as appropriate.

4. Delegated Authority to Officer of the Council during COVID-19 pandemic

A report of the actions the Clerk took under delegated authority from 17 March to 8 June was noted and accepted.

5. Annual General Meeting

a. It was agreed, pursuant to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 the Parish Council would next hold an Annual General Meeting on 10 May 2021 and all Councillor appointments would carry forward to May 2021. Cllr Halton and Cllr Parry would remain in post as Chairman and Vice Chairman until 10 May 2021.

b. The co-ordination and operation of the Vehicle Activated Sign would continue to be carried out by Cllrs Doe and Prior.

6. The minutes of the meeting held on 5 March 2020 were noted and would be approved at the next appropriate meeting.

7. Public Forum

a. A report supplied by County Councillor Fleming ahead of the meeting was noted.

b. There were no comments from members of the public.

8. Planning

a. The following planning applications were considered:

Ref	Location	Application
DC/20/01952	Oak Lodge, Nicks Lane, Brome	Use of part of site as a farm shop and associated cafe, and the siting of Nissen hut (for use as museum for Eye airfield and the 490th bomb squadron)

It was agreed to recommend approval of this application (four votes in favour, one against and one abstention). It was the opinion of the Council that the farm shop could provide a vital service to the local community. However, concern was expressed for the viability of a Nissen hut being installed and being turned into a museum and the Council expressly asked that this should be in consultation with war museums/memorials already established in the local area.

b. There were no planning determinations to note.

c. There were no other planning matters.

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9. Allotments

- a. Current tenancies and compliance to tenancy agreements – it was noted that there were currently three tenants who had agreements in place for 4.5 of the 9 available plots. Councillors would inspect the plots before the next meeting and a review of the rents would also take place at the next meeting.
- b. Uses for redundant allotment land would be considered at a future meeting.

10. Finance and Governance

- a. The Internal Audit Report for year ending 31 March was noted with one action that needed to be addressed (signatures on cheque stubs).
- b. The Accounts for the year ending 31 March 2020 were considered and accepted.
- c. The Council considered and accepted Section One (Annual Governance Statement) and Section Two (Accounting Statement) and of the Local Councils' Annual Governance and Accountability Return for year ending 31 March 2020 and these would be duly signed by the Chairman and Clerk.
- d. The period of exercise of public rights was noted and the Clerk would publish the relevant documentation.
- e. The exemption certificate would be completed and submitted to the external auditor.
- f. The current financial statement (including bank balances and payments received) was noted.
- g. The receipt of CIL monies was noted and due consideration would be given to suitable expenditure of this fund at future meetings but could possibly include public realm such as concealed entrance signs.
- h. It was noted that the minimum claim amount had not been reached to submit VAT reclaim for 2019/2020 financial year and a claim will be submitted post March 2021.
- i. It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£733.64	Sarah Foote	Clerks Salary April/May/June 2020		LGA 1972 S112
£234.03	HMRC	PAYE		LGA 1972 S112
£100.00	Trevor Brown	Internal Audit year ending 31 March 2020		LGA 1972 S112
£52.89	Sarah Foote	Clerks expenses April/May/June 2020		LGA 1972 S112

11. Diss and District Neighbourhood Plan

- a. Representation on the Diss and District Neighbourhood Plan Steering Group was confirmed as Cllrs Halton and Broughton. It was noted that a resident of Oakley was also providing assistance to the development of the plan and the Parish Council recorded their thanks for this work to date.
- b. The update and local assets report was noted and initial comments on the list of locations for designation as Local Green Space would be fed back. Councillors were asked to provide any further comments to the Clerk by the end of the week.
- c. Other matters to progress the DDNP – Cllr Broughton would attend the next DDNP meeting and would ask for guidance on bringing sites forward and consultation with landowners.

12. Correspondence

The following item of correspondence was noted:

Date	From	Details
29.05.2020	Progress Power	Section 153 of the Planning Act and Regulation 7 of the Infrastructure Planning (changes to and revocation of development consent orders) Regulations 2011 – extend time limit for commencing construction by 12 months to 13 August 2021.

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13. Urgent Matters and matters for report:

Cllr Pace expressed concern for an overgrown footpath and Cllr Prior would liaise with the land owner.

14. Date of next meeting

Date of next meeting: Monday 6 July 2020. To consider agenda items for next meeting (including bus stops and safety at Eye Road junction, Community Speed Watch, Local Housing Needs Survey, installation of street lighting).

20.48 Meeting Closed

DRAFT

Signed Chairman Clerk

Date